



Program Assistant - Sign Shop Maintenance Aid

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

OUR VISION FOR THE ORGANIZATION

We believe in an organization that:

- Provides excellent customer service at all levels.
- Has a management team that leads by example, where strength of character, dedication, problem-solving and integrity count.
- Endorses continuous learning to assure employees have the skills to provide effective services and the training and education to prepare for career advancement opportunities.
- Fosters open and honest communication among all employees, across all departments and with the public.
- Is driven by clear objectives where strong performance is rewarded.
- Operates as one cohesive organization, not isolated departments, fostering collaborative interdepartmental partnerships with all employees for organizational and community problem-solving.
- Values all members of the organization and the community.

THE DEPARTMENT

The Operations Services Department is responsible for five main divisions: utility operations, parks maintenance, sign shop, streets maintenance and support services.

The Sign Shop division is responsible for inspection, fabrication and installation of city-wide signs, road markings, including buttons, reflectors, legends and striping, curb painting, graffiti removal, traffic control, and banners and sign layout and printing and street maintenance services.

The Position:

Employees in this position are assigned to various crews, which are responsible for specific areas. Tasks performed by each crew include street and curb painting, sign and street maintenance, graffiti removal, and special event setup and removal.

Typical duties include:

The Temporary worker will be doing a variety of duties including:

- Weeding areas using hoe, string trimmer, hand trimmer, or hand puller.
- Cleaning sandboxes, removes graffiti, and cleans walkways.
- Driving and operating vehicles such as lawn mowers and trucks.
- Picking up litter in parks and landscaped areas; dumping garbage cans.
- Prepare area and paint curbs, re-strip parking lots, install bot dots and parking blocks.
- Maintenance of downtown, including blowing, garbage pickup.

- Conduct legend maintenance using thermoplastic and paint.
- Attending periodic safety meetings to share and learn safety information and procedures.
- Removal graffiti using a power washer, paint and other methods.
- Setup and removal of equipment for city-wide special events.
- Clean and maintain equipment.
- Installation and of signs.
- Attend and participate in safety meetings/trainings.

Power equipment and tools that will be used include:

- Paint sprayer
- Jack hammer
- Drills, saws, hammers
- Post hole digger
- Weed eater
- Leaf Blower
- Drill press
- Core drill (cobra combi)
- Manual Grommet press
- And may include other power tools and hand tools.

The Ideal Candidate:

Will possess a valid California driver's license and the knowledge of:

- Basic tools and power equipment.
- Can lift a minimum of 50lbs, using proper lifting techniques.
- Traffic control safety practices.

Will have the skill to:

- Use basic math.
- Appropriately select and safely use hand and power tools.
- Interact effectively with the public.
- Work effectively and harmoniously as part of a crew.
- Assist in performing routine assembly and repair of equipment.

The Selection Process:

The qualifications of each applicant, as set forth in the employment application will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, natural origin, or age. Reasonable accommodations will be made for disabled applicants. Please advise the Human Resources Office, in advance, of any special needs.